

GUIDELINES FOR 2009 OPEN ENROLLMENT

| BENEFIT PLAN | JOIN THE PLAN | DROP THE PLAN | ADD/DROP DEPENDENT | MAKE NO CHANGE |
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| HEALTH PLAN | Complete an enrollment form for the health plan. (Remember to drop your current plan if you are changing plans.) | Complete a drop form for the current health plan. This must also be done when changing plans. | Complete a "change" form for your health plan. | DO NOTHING to remain in your current plan. |
| DENTAL PLAN | Complete a new dental plan (DentaQuest) enrollment form. If you wish to switch to another option, please fill out a new enrollment form. | Complete a dental plan drop form. | Complete a change form (DentaQuest) | DO NOTHING to remain in your current plan. |
| SECTION 125 PRE-TAX DEDUCTIONS (PREMIUM CONVERSION) | Complete a Section 125-Premium Conversion form. (Check "yes" on form) Forms available in Human Resources | Complete a Section 125-Premium Conversion form. (Check "no" on form) Forms available in Human Resources | Not Applicable | DO NOTHING to remain in the plan. |
| HEALTH CARE FLEXIBLE SPENDING ACCOUNT | You must enroll online. Log onto www.mypayflex.com and enroll on-line. Enrollment instructions in open enrollment packet | DO NOTHING. You will not be re-enrolled unless you enroll online. | Not Applicable | You must re-enroll online each year. |
| DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT | You must enroll online. Log onto www.mypayflex.com and enroll on-line. Enrollment instructions in open enrollment packet. | DO NOTHING. You will not be re-enrolled unless you enroll online. | Not Applicable | You must re-enroll online each year. |
| SICK LEAVE BANK | Complete a Sick Leave Bank donation form for 2009. You must donate two days of sick leave to participate. | Complete a drop/disenrollment form if you were a member in 2008. Forms are available in Human Resources | Not Applicable | DO NOTHING TO REMAIN IN THE SICK LEAVE BANK. Two days will automatically be deducted from your sick leave balance. |
| ANNUAL LEAVE CONVERSION (Buy Back Program) | Complete the Annual Leave Conversion form (buy back) ANNUAL LEAVE YOU MAY CARRY OVER IS 50 DAYS. | Not Applicable | Not applicable | Not applicable |
| LEGAL RESOURCES PLAN | You must enroll online. Log on www.legalresourcesplan.com The Company ID is 207 , the password is: rockvillelegal NOTE: You must remain enrolled for one year. | You must drop online. www.legalresourcesplan.com The Company ID is 207 , the password is: rockvillelegal . | You must add a dependent online | DO NOTHING to remain in your plan |

